

# Standard Operating Procedure (SOP)

## Patient Identification and Verification Procedure

This SOP describes the **patient identification and verification procedure**, detailing the systematic steps to accurately confirm patient identity before any clinical interaction or treatment. It covers the use of multiple verification methods, including name, date of birth, and unique identification numbers, to prevent errors and ensure patient safety. The procedure aims to minimize risks associated with misidentification, enhance communication among healthcare providers, and maintain compliance with healthcare standards and regulations.

### 1. Purpose

To outline the standardized procedure for patient identification and verification in order to ensure patient safety, minimize errors, and comply with healthcare regulations.

### 2. Scope

This SOP applies to all clinical staff, healthcare providers, and administrative staff involved in patient care within the facility.

### 3. Responsibilities

- Clinical Staff:** Ensure patient identification and verification is conducted prior to every clinical interaction or treatment.
- Administrative Staff:** Register and maintain up-to-date patient records with accurate identifying information.
- Supervisors/Managers:** Monitor compliance with the identification procedure, provide training, and address non-compliance.

### 4. Procedure

- Initial Identification:**
  - Upon patient arrival, request two or more identifiers (e.g., full name and date of birth) verbally from the patient or their representative.
  - Confirm provided details match the records in the patient information system.
- Verification Before Any Clinical Interaction:**
  - Prior to administering treatment or procedures, repeat verification using at least two identifiers:
    - Full legal name
    - Date of birth
    - Unique patient identification number (if available)
  - Check identifiers against the patient's wristband (if inpatient), chart, or electronic record.
  - Ensure no treatment or procedure is performed if there is any discrepancy in identification.
- Special Circumstances:**
  - For patients unable to provide information (e.g., unconscious), confirm identity through accompanying documentation or representatives.
  - Label all specimens, documents, and records at the point of care, immediately after identification verification.
- Documentation:**
  - Record the verification process in the patient's chart or electronic record, including time and staff initials.
  - Report any identification discrepancies immediately following facility policy.

### 5. Accepted Patient Identifiers

Identifier Type	Example
Full Name	John A. Smith
Date of Birth	08/15/1964
Unique Patient Number	PAT1234567
Photo ID (if available)	Driver's license, passport, etc.

### 6. Training and Competency

All staff must complete training on patient identification procedures and demonstrate competency upon hire and annually thereafter.

7. Compliance and Audit

The facility's quality team will conduct regular audits of compliance with this SOP and provide feedback for continuous improvement.

8. References

- Joint Commission National Patient Safety Goals
- Local healthcare regulatory requirements
- Facility policy on patient identification

9. Revision History

Version	Date	Description	Author
1.0	2024-06-25	Initial SOP release	[Author Name]